

TEXAS STATE BOARD OF DENTAL EXAMINERS
FINGERPRINT CRIMINAL BACKGROUND CHECK
NON-TEXAS RESIDENTS

Dentists and Dental Hygienists who reside outside the State of Texas applying for Initial Licensure by Examination or reinstating their retired Texas dental or dental hygiene license must submit their fingerprints for a State and National Criminal Background Check.

The Texas Department of Public Safety (TxDPS) has entered into an exclusive contract with MorphoTrust USA (IdentoGO).

Results of the Fingerprint Background Check are sent directly to the TxDPS. Dental Board Licensing Staff will review the results of the background check when your complete application has been received at the Board Office.

Texas State Board of Dental Examiners (TSBDE) Licensing Division Staff will conduct the background check when a complete licensing application is received.

DENTAL AND DENTAL HYGIENE LICENSURE BY EXAMINATION APPLICATION PROCESS:

The following documents must be mailed to the TSBDE if you are applying for Licensure by Examination:

Dentist and Dental Hygienist Application Checklist

- Copy of Online Application Summary.¹
- Copy of Online Payment Summary.¹
- Photocopy of official birth certificate, naturalization papers, or passport showing date of birth. (Hospital Birth Record is not acceptable)
- Certified or notarized copy of diploma, transcripts or letter of degree awarded by the Dean or Registrar's Office.²
- Proof of passing the Joint Commission National Examination:
 - Dentists: National Board of Dental Examinations (NBDE) - Parts I and II.²
 - Dental Hygienists: National Board of Dental Hygiene Examination (NBDHE).²
- Proof of passing a clinical examination administered by a regional testing services recognized by the Board.³
 - Dentists: General Dentistry Clinical Examination.³
 - Dental Hygienists: Dental Hygiene Clinical Examination.³
- Verification of Licensure.⁴
 - A copy of all disciplinary action taken against the license must be submitted with your application for licensure.
- Copy of signed receipt issued by MorphoTrust USA dated within previous six (6) months of making application to the Board.
- If you have a criminal history you must provide a letter of explanation and all legal disposition documents relative to each offense.
- Copy of SBDE Jurisprudence Assessment Certificate of Completion for Initial Licensure dated within previous 12 months.
- Copy of Social Security Card.
- Copy of current Basic Life Support CPR Card.
- Self-Query Report issued by the National Practitioner Data Bank (NPDB). Report must remain in its original sealed envelope.
- Self-Query Report issued by the American Association of Dental Boards (AADB). Report must remain in its original sealed envelope.

Notes:

- 1 - Online summaries are e-mailed to the applicant after completing the online application process with the Board.
- 2 - Document should be mailed with the application for licensure if possible. Photocopies of documents must be notarized.
- 3 - Texas recognizes WREB, CRDTS, SRTA, CDCA, or CITA Exam Results. Results must be dated within 5 years from passing the exam.
- 4 - Verification/Certification of Licensure must, at a minimum, contain a statement indicating if disciplinary action has/has not been taken against the license. A photocopy of the license nor a screen shot from a Board's website will be accepted.

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Non-Texas residents applying for a Texas dental or dental hygiene License by Examination must use the following process and submit ink fingerprint cards to MorphoTrust USA:

1. Pre-enroll with MorphoTrust USA to submit fingerprint cards.

- **Internet based pre-enrollment is the quickest and most convenient way to submit fingerprint cards.**
 - a. To begin the process simply clicking on this link: <https://uenroll.identogo.com/servicecode/11FZZ3>
 - b. Click "Schedule an Appointment";
 - c. On the next screen, click the "Pay for Ink Card Submission" button and complete all required fields on the following page. The cost is **\$39.75**.
 - d. Complete payment Screen.
 - e. Print the confirmation document containing a bar code and **complete by signing the waiver and filling in your contact information.**
 - f. Once you have obtained your fingerprint cards, follow Mail-In Directions on the confirmation document.
- **If you prefer to pre-enroll by telephone, you must:**
 - a. Download the TX Fingerprint Service Code Form here: <https://uenroll.identogo.com/servicecode/11FZZ3>
 - b. Then call 888-467-2080.
 - c. Please have the TX Fingerprint Service Code Form before you call. MorphoTrust will prompt you for the Service Code (**11FZZ3**) on the form.
 - d. Inform the MorphoTrust representative that you wish to pre-enroll for a "Hard Copy Submission";
 - e. Once payment is complete a summary confirmation document will be e-mailed to you;
 - f. Print the confirmation document and complete by signing the waiver and filling in your contact information.
 - g. Obtain a copy of your fingerprints by a criminal law enforcement agency on an original FBI APPLICANT fingerprint card that includes: **State Board of Dental Examiners TX923438Z-11FZZ3**. (You can write this information on the card if needed). All requested information on you must be provided on the fingerprint card and the official taking your fingerprints must sign the fingerprint card.
 - h. Once you have obtained your fingerprint cards, follow the mail-in instructions on the MorphoTrust Pre-Enrollment confirmation document that you completed and printed earlier.

- 2. You may check the status on your submission here:** <https://uenroll.identogo.com/servicecode/11FZZ3>
- Click "**Check Status**".

Fingerprints provided for this application shall be used to check criminal history records of the Texas Department of Public Safety and the Federal Bureau of Investigation, in accordance with applicable statutes.